

Mehandi Asgar

APPLYING FOR:

Project Administrative Assistant /Operation

CONTACT

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Saudi Arabia Jubail industrial area

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PERSONAL SUMMARY

Total 8 years' Experience in the field of Construction Oil & Gas Project various maintenance and Shutdown.

Dedicated project administrative /operation /logistics with years of experience managing large and small offices. I have worked with numerous Branches, including oil and gas and human resources, which allows Me to facilitate efficient workflow and improve communications between multiple departments.

WORK EXPERIENCE

May 2018 to present.

GULF SKY CRANES & CONTRACTING CO.LTD JUBAIL, SAUDI ARABIA

PROJECT: (Saudi Aramco Shaybah crude stabilization Abqaiq plant)
PROJECT ADMINISTRATOR/OPERATION AND LOGISTICS

- Leadership, Initiative, Problem Solving, Teamwork
- Strong organizational, administrative, and analytical skills.
- Formal Communication Inside and Outside Organization.
- Excellent Work Ethics.
- Computer skills.
- Ability to maintain Confidentiality.
- Excellent working knowledge of all Microsoft Office.
- Strong SAP skills
- Strong Administration skills project industry

- Day to day activity update and completion.
 - Managing related legislative, regulatory and compliance issues.
 - Responsible for Saudi Aramco certification for WPR, Equipment, Riggers and other etc.)
 - Handling the Saudi Aramco Portal for the creation of Aramco Ids for employees.
 - Arrange Vehicle Sticker for Saudi Aramco.
 - Communication & coordination with client for IDs & Gate pass.
 - Support the team in client/supplier relationships.
 - Support with documentation.
 - Process invoices and expenses using SAP Material receiving, Issuing and Inventory control.
 - Dispatch of Material as per orders and requirements.
 - Maintain a track record of all dispatches.
 - Schedule monitoring and supply chain management.
 - Process supplier invoices and subcontractor progress claims and variations
 - Manage all employee's timesheet and pay queries, including leave requests.
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February 2018 to April 2019

INDUSTRIAL CADRE FOR OPERATION AND MAINTENANCE JUBAIL, SAUDI ARABIA

PROJECT: (Saudi Aramco Uthmaniyah Gas Plant & Shedgum Gas Plant)

PROJECT ADMINISTRATOR

- Multi-tasking: Able to handle more than one project simultaneously.
 - Provide administrative and project support.
 - Handling the Saudi Aramco portal for the creation of Aramco ids for employees
 - Responsible for Saudi Aramco certification (For example- Certification for WPR, Equipment, Riggers, and other crafts
 - Arrangements for Mobilization & de-mobilization for projects Accommodation arrangement for new Employees & new projects managed various projects to both internally and externally.
 - Monitored the logistics of the organization to ensure proper handling of supplies and invoices.
 - Administration tasks relating to projects.
 - Administration of project management tool.
 - Raising Purchase orders.
 - Managing costs with labor and sub-contractors.
 - Setting up suppliers, sub-contractors, and cost codes
 - Providing accurate payroll and data entry.
 - Maintaining relationships with clients and subcontractors.
 - Management and process of monthly claims and invoices.
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April 2013 to February 2018

TECHNICAL CONTRACTING COMPANY YUSUF BIN AHMED KANOO SAUDI ARABIA

PROJECT: Wasit Gas Project, Khursaniya, Saudi Arabia Sk Engineering / Saudi Aramco.

- **Sadara TR (Technical Reunidas)**
- **Sabic (Ibn-Rushd Yanbu)**
- **Sabic (PetroKemya Jubail)**
- **Sabic (Gas)**
- **Chemanol (Jubail)**
- **KJO**

PROJECT ADMINISTRATOR

- Organize conference for both internal and external (client meet)
- Respond to financial requests from field staff.
- Make approved adjustments and corrections whenever required.
- Calculation of staff time charge rates, timesheets, and travel payments
- Checking if and completing documents and generally facilitating the implementation of the project.
- Responsible for accounting tasks, including ensuring that the relevant information, accuracy.
- Preparation of agendas and minutes for PM and Supervisor meetings.
- Document control, preparing supporting documents including timesheets and disbursements.
- Organizing travel arrangements and monthly meetings
- Monitor and maintain travel expenses for all employees.
- Preparing and updating reports as required
- Coordinating all administration duties including diary management,
- Carrying out large volumes of filing while retaining a good level of accuracy and efficiency.
- Booking travel and accommodation for senior managers

April 2010 to June 2010

PETROLEUM CHEMICALS & MINING COMPANY PCMC (SAUDI BINLADIN GROUP JUBAIL SAUDI ARABIA)

PROJECT: (Sabic Jubail Sharq Plant)

- Communicate contacting all new hires before they come to site.
- Order supplies and maintain inventory as per site requirement.
- Filing, Photocopying, Letter Writing and other general administrative duties as and when required.
- Processing of the Site Time and Attendance System in preparation for Payroll.
- Monitoring of Stationary Usage and Ordering of Stationary on a weekly basis.
- Preparing Time & Material sheets (T&M's)
- Prepare data materials and information for projects.
- Communicate and Coordinate with Technical, Projects Execution Team throughout projects for smooth completion of Goals.
- Enters time and attendance records for other employees.
- Creates purchase requisitions for the acquisition of needed supplies.
- Sharing daily updates with team member and manager
- Project data entry, reporting, end of month processing including.
- Verification and preparing data for billing of supplier.

Educational Qualification:

- Bachelor of Commerce
- GNIT Software Engineering
- Intermediate from JR Patil Collage Mumbai
- OSHA Safety Certificate 10 Hours
- Oracle 9g Certificate

Personal Details:

- Driving License KSA: Valid up to July 2023.
- VISA Status : Transferrable
- Current Location : **Saudi** Arabia
- Passport No : H8837684
- Place of Issue : Mumbai, Maharashtra
- Valid up to : 2030

Date:

(Mehandi Asgar)